

College of Sciences Remote Working Agreement

This Agreement is in effect until modified or rescinded by the College of Sciences leadership/manager or the employee. The College of Sciences leadership reserves the right to end or modify the remote working agreements at any time.

Employee Name:	
Supervisor Name:	
Employee's HR Job Title: (not working title)	
Effective Date of Agreement:	

Alternate Work Location:

Address (may not be Post Office Box): _____

Telephone Number: _____

Alternative means of contact: _____

Remote work frequency: Regularly Scheduled Day Ad-hoc Both

Terms of Agreement:

- a) Policies and procedures that apply to the central workplace remain the same for remote working employees. This agreement is not a contract of employment and does not provide any contractual rights to continued employment. Remote working assignments do not change the conditions of employment or required compliance with policies, regulations and rules/procedures. All leave policies are applicable regardless of remote working status.
- b) The supervisor and employee will plan remote working hours in advance, which in most cases would include developing an agreement on a specific schedule. A remote working employee that is subject to overtime provisions of the Fair Labor Standards Act (FLSA) will not work more than a total of 40 hours during a work week, to include remote working time, **without prior supervisory approval**. Nonexempt remote workers must follow normal working procedures of [clocking in/out](#) of the WolfTime [time keeping system](#) at the beginning and at the end of each remote working session. It is also expected that you clock in/out for lunch time and away from your duty station for an extended period of time.
- c) Compensation and benefits will not change as a result of this agreement. Tax implications of telecommuting are the responsibility of the employee.
- d) The University's liability for job-related accidents continues to exist during the employee's approved hours at the alternate work location. The remote working employee agrees to maintain a safe and ergonomically sound work environment, and to immediately [report any work-related injuries](#) to the supervisor. The supervisor must assure that university owned materials, equipment and furniture used by the remote working employee for work comply with safety standards.

- e) The employee will apply herself/himself/themselves to assigned work during designated work hours while working remotely and will not engage in activities that are not work-related. The employee is responsible for maintaining the same levels of productivity as if he/she/they were at the central work location. During the remote working hours the employee must be able to be contacted by management and/or staff when needed.
- f) The supervisor must assure that university-owned materials, equipment, and furniture used by the employee for work-related purposes at the alternate work location comply with safety standards. University-owned property remains the property of the University. The employee agrees to return university-owned property within five business days of being notified of termination of this agreement. A copy of the Home Use Authorization [form](#) should be attached to this agreement listing any equipment to be used at the alternate work location. Should the employee choose to use personal equipment through the course of this agreement, the maintenance, repair, or replacement of equipment owned by the employee is their responsibility. All equipment, records, and materials provided by the University shall remain University property.
- g) This agreement does not imply that reimbursement of internet connectivity charges at the alternate work location will be provided.
- h) The employee has permission to work on restricted-access information or materials at the alternate work location and agrees to follow department-approved security procedures. He/she/they will take reasonable precautions to prevent disclosure of confidential information to third parties. The employee agrees to follow all software licensing provisions agreed to by the University. No copies of restricted data should be made to privately-owned computers.
- i) Adverse Weather and other emergency situations: During adverse weather events and other emergency conditions when the University's schedule is altered, operational status will be available through news media outlets, University voice mail, and Internet. Call 919-513-8888 for the status of University closings. If adverse weather conditions develop during the day, employees are responsible for communicating any change to their remote working status.
- j) Continuation of this agreement is subject to review for the business and productivity effectiveness of the arrangement and may be revoked at any time at the option of the employer.

I agree to the Remote Working Agreement:

Employee's Signature

Date

I approve the Remote Working Agreement:

Supervisor's Signature

Date

Department/Unit Head's Signature (if other than supervisor)

Date

Note: All fully executed **Remote Working Agreements** and **Home Use forms** must be sent to the Sciences Human Resources office (via email cos_humanresources@ncsu.edu) to place in the employee's personnel file.